



State of Washington

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

*PO Box 45811, Olympia WA 98504-5811*

September 14, 2006

TO: All Potential Bidders

FROM: Sandra Elliot, RFP Coordinator  
DSHS / Central Contract Services

SUBJECT: Amendment No. 3  
Language and Schedule Changes  
Request for Proposal #0612-225  
Children's Mental Health Evidence-based Practice Pilot Program

The following DSHS Language and Schedule Changes are issued as Amendment No. 3 to the Request for Proposal identified above and issued on August 22, 2006.

***It is important that bidders review the entire document as this amendment will change certain requirements and deadlines.***

The following language has been modified from the original Request for Proposal #0612-225 Children's Mental Health Evidence-based Practice Pilot Program issued on August 22, 2006

COVER PAGE (page i)

The Proposal Due Date is Modified to read "All Proposals whether mailed or hand delivered must arrive by 5:00 p.m. Pacific Daylight Time on October 6, 2006."

SECTION I C 2. (page 5)

After paragraph c., insert a new paragraph as follows:

- d. The successful bidder will choose a practice to implement from the list in Appendix D. The intent is to implement a children's mental health program. Therefore, the EBP chosen must have applicability to the children served by the public mental health system.

The following original paragraphs are modified from d. to "e. If the Community Team..." and from e. to "f. DSHS is interested in learning...."

SECTION II GENERAL INFORMATION (page 11)

C. Figure 1 Procurement Schedule

Renumber the first five items from 1 to 5. Insert a new section as follows:

6. Submit questions raised by the revised cost proposal no later than 5 p.m. on Monday, September 18, 2006

Insert a new section as follows:

7. Answers to questions submitted in response to the revised cost proposal will be posted by 5:00 p.m. Wednesday, September 20, 2006.

After inserting the new sections 6 and 7, continue to renumber from 8 through 17.

SECTION II GENERAL INFORMATION (page 18)

V. Execution of the Contract

Modify the second paragraph to read as follows:

DSHS reserves the right to negotiate the specific wording of the Statement of Work **and/or the award amount**, based on the requirements of this RFP and the terms of your proposal.

### SECTION III PROPOSAL CONTENTS (starting on page 22)

Modify the heading to read:

- E. Technical Proposal (Section Two of Proposal Binder)  
**(80 points)** Limit: 20 pages
- F. Management, Experience and Qualifications Proposal  
(Section 3 of Proposal Binder) **(15 points)** Limit: 3 pages
- G. Cost Proposal

Delete the contents of the original Cost Proposal and substitute the following:

Cost Proposal (Section 4 of Proposal Binder) **(5 points)**  
Limit: 2 pages (excluding R&E report)

Final funding will be negotiated based upon the appropriated funds available and the number of high quality proposals. Proposed amounts should be reflective of the potential number of clients served and the size of the current operations.

#### 1. General Information

Considering that specific EBPs will not be selected in as part of this RFP and that a community needs assessment will provide the information necessary to determine the most appropriate choice of EBP, please provide the following preliminary information (Note: It is understood that information provided in this section is subject to change based on the needs assessment):

- a. Potentially, how many children/youth and their families do you propose to serve?
- b. In general, what locations (county, city, reservation, or town) are being considered for this pilot?
- c. Please provide the most recent annual operational revenue and expenditure report to demonstrate fiscal soundness and size of current operations.

#### 2. Year One Cost Proposal:

DSHS Mental Health Division will contract directly with the University of Washington Department of Psychiatry and Behavioral Sciences Division of Public Behavioral Health and Justice for provision of all proviso-based technical assistance and support.

DSHS Mental Health Division will contract directly with the purveyor or other entity that has oversight and training responsibility for the chosen EBP for the technical support/training they provide as part of their EBP "package".

Proposals for first year funding for the pilot program or programs may be up to but are not to exceed a total of \$235,000 for the period November 2006 through June, 2007. This amount is intended to cover the successful Bidder's

(s) direct clinical, administrative and any and all indirect costs related to community planning, implementation, quality assurance/evaluation and service delivery.

- a. Total amount requested for Year One  
(November 2006 through June 2007): \$ \_\_\_\_\_
- b. Please provide preliminary estimates of how the total amount will be distributed.
  - i. Administrative Costs: \_\_\_\_\_ %
  - ii. Training and education Costs: \_\_\_\_\_ %
  - iii. Direct Service Costs: \_\_\_\_\_ %
  - iv. Other: (describe) \_\_\_\_\_ %

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3. Year Two & Three Cost Proposal:

Ongoing funding for fiscal years 2008 and 2009 is available in the amount of \$540,000 per year (\$45,000 per month). This amount is intended to support the Successful Bidder's (s) direct clinical, administrative costs and quality assurance/evaluation and service delivery. Any expenditures that exceed the awarded amount will be the sole responsibility of the award recipient.

The bidder should not include estimated costs for the purveyor of the EBP or the University of Washington's technical assistance.

- a. Annual amount requested for Year Two & Three: \$ \_\_\_\_\_
- b. Please provide preliminary estimates of how the total amount will be distributed.
  - i. Administrative Costs: \_\_\_\_\_ %
  - ii. Training and education Costs: \_\_\_\_\_ %
  - iii. Direct Service Costs: \_\_\_\_\_ %
  - iv. Other: (describe) \_\_\_\_\_ %

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3. Sustainability: Appropriated pilot funding is available through Fiscal year 2009. It is expected that the recipient of this award will develop a plan to sustain this program beyond the current appropriation.

- a. Describe a prospective sustainability plan and/or potential future funding that you will pursue to support the EVP(s) to be implemented as part of this pilot beyond the legislative funding.

- b. Describe any “in-kind” services and/or potential community funding you will pursue for support of this pilot.

#### SECTION IV EVALUATION (page 27)

##### C. Scoring of Proposals

Delete the original text and substitute the following:

The maximum number of evaluation points available is 112.

The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

##### WRITTEN PROPOSAL

Technical Proposal – 80%	80 points
Experience and Qualifications – 15%	15 points
Cost Proposal – 5%	5 points
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	100 points

ORAL PRESENTATION if needed (finalists only)	Pass/Fail
REFERENCES (finalists only)	12 points

TOTAL POINTS AVAILABLE	112 points
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